



**TITLE 30 ADMINISTRATIVE APPLICATION**  
**CLARK COUNTY COMPREHENSIVE PLANNING DEPARTMENT**  
*SUBMITTAL REQUIREMENTS ARE LISTED ON BACK*

**ADMINISTRATIVE  
APPLICATION TYPE**

- ☐ MINOR DEVIATION (AV)  
☐ STREET NAMING (SN)  
☐ EXTENSION OF TIME (ADET)

\_\_\_\_\_  
(Original Application #)

*This section for planner use only*

DATE FILED \_\_\_\_\_ APPLICATION NUMBER \_\_\_\_\_  
ACCEPTED BY \_\_\_\_\_ ZONE / AE DISTRICT \_\_\_\_\_  
FEE \_\_\_\_\_ PLANNED LAND USE \_\_\_\_\_  
CHECK # \_\_\_\_\_ COMMISSIONER \_\_\_\_\_  
CIRCLE ONE: NORTH or SOUTH LETTER DUE DATE \_\_\_\_\_  
OVERLAY(S)? \_\_\_\_\_ TRAILS? Yes / No  
NOTES/REFERENCE FILES \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

**ALL MAIL FOR THIS APPLICATION SHOULD BE ADDRESSED TO:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ CELL: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

ASSESSOR'S PARCEL NUMBER(S): \_\_\_\_\_

PROPERTY ADDRESS and/or NEAREST CROSS STREETS: \_\_\_\_\_

(I, We) the undersigned swear and say that (I am, We are) the owner(s) of record on the Tax Rolls of the property involved in this application, or (am, are) otherwise qualified to initiate this application under Clark County Code; that the information on the attached legal description, all plans, and drawings attached hereto, and all the statements and answers contained herein are in all respects true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Property Owner (Signature)\*

\_\_\_\_\_  
Property Owner (Print)

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

SUBSCRIBED AND SWORN BEFORE ME ON \_\_\_\_\_ (DATE)

By \_\_\_\_\_

NOTARY  
PUBLIC: \_\_\_\_\_

\*NOTE: Corporate declaration of authority (or equivalent), power of attorney, or signature documentation is required if the applicant and/or property owner is a corporation, partnership, trust, or provides signature in a representative capacity.

*This section for staff use only*

Application is (circle one) APPROVED/DENIED until \_\_\_\_\_ to (circle one) COMMENCE / COMPLETE

Subject to all standard conditions and the following conditions \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

ADMINISTRATIVE APPLICATIONS  DOCUMENT SUBMITTAL REQUIREMENTS	Application	Site Plans	Floor Plans	Elevations	Assessor's Map	Deed	Notarized Letters of Consent	Letter from Fire Alarm Office	Letter from Development Services Addressing	Justification Letter	Required Fees
Administrative Minor Deviation	1	2	2	2	2	1	1			3	\$50
Administrative Street Naming	1				2			1	1	3	No
Administrative Extension of Time	1					1				1	Yes*

### PROCEDURES FOR FILING ADMINISTRATIVE APPLICATIONS

**ADMINISTRATIVE MINOR DEVIATION:** May be filed at the front counter without an appointment. Submit this application form with the required \$50.00 filing fee, and the required attachments. Comprehensive Planning notifies the applicant by mail within ten (10) business days. To appeal a denial by the Zoning Administrator, the applicant may submit a waiver of development standards application to be considered by the Planning Commission.

**ADMINISTRATIVE STREET NAMING:** May be filed at the front counter without an appointment. Comprehensive Planning notifies the applicant by mail within five (5) business days. No fee required if acceptable as administrative application (i.e. in compliance with the Las Vegas Street Naming Policy).

**ADMINISTRATIVE EXTENSION OF TIME:** May be filed at the front counter without an appointment. Submit this application form with the required fees\*, and the required attachments. New deeds are required only if ownership changed since the original submittal. Comprehensive Planning sends Administrative Notice of Final Action within five (5) business days.

\*Refer to fee schedule for fee amounts.

**CLARK COUNTY COMPREHENSIVE PLANNING**  
**500 S. Grand Central Parkway, P.O. Box 551744, Las Vegas, NV 89155-1744**  
**PHONE: (702) 455-4314      FAX: (702) 455-3271**

[www.ClarkCountyNV.gov](http://www.ClarkCountyNV.gov)